

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Clubhouse Manager	<u>Revision Date:</u> 12/13
		<u>EEO Category:</u> Paraprofessional
		<u>Status:</u> Non-Exempt
		<u>Control No:</u> 30871

II. Summary Statement of Overall Purpose/Goal of Position:

Under the direct supervision of the Golf Division Manager, responsible for promoting the game of golf through an operational structure that provides for a first class golf experience at the River Oaks Golf Course.

III. Essential Duties:

- Oversee the Clubhouse and North Range operations
- Supervise golf cart operations
- Oversee the reservation system, starting and monitoring of play
- Develop and manage a tournament program
- Assist in the marketing and promotion of River Oaks
- Responsible for enforcing all golf and club rules
- Introduce new players to River Oaks Golf Course
- Submit weekly round reports
- Register all guests and charge appropriate rates
- Supervise and schedule golf shop personnel, course hosts, volunteers and marshals
- Assist in the preparation of budgets, including forecasting and review of all golf revenue and clubhouse expenses on a daily, weekly, monthly and annual basis
- Coordinate all purchasing in compliance with code, including soliciting and receiving bids
- Assist with recruiting, hiring, training and supervising staff including assistant and teaching professionals, outside assistants, starters, rangers and volunteers.
- Maintain close working relationship with Superintendent and other division employees
- Assist in maintaining a profitable merchandise concession that is consistent with patron demographics and needs.
- Assist with cash and system controls to ensure the safekeeping of assets, inventory and resources
- Assist in publication of newsletters, informational and promotional materials
- Meet certified cashiering standards through City Treasurer.
- Maintain City Treasurer Certification by explaining all outages in writing that are over \$5 each day, balancing 80% of the time in a 30 day period and keeping cumulative outages to less than \$200 in a 3 month period.

IV. Qualifications:

Education: High school diploma or equivalent required; Bachelor's degree in business or Commercial Recreation preferred.

Experience: Minimum of 3 years administering and supervising golf operations, clubhouse management and golf instruction.

Certificates/Licenses: Preference given to applicants who are current "Class A" members of the Professional Golf Association. Proof required at the time of application. Must possess a valid Utah Driver's License.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, money, tools, etc. Staffing and personnel supervision of golf shop; all golf operations at the club including carts, bag room,

locker room, tournaments, and merchandising; establishing teaching programs at the club. Direct responsibility for one Assistant Clubhouse Manager, numerous seasonal employees and volunteers.

Communication Skills: Communicate and work effectively verbally and in writing. Ability to furnish and obtain information from staff; contact with others requiring tact and judgment to avoid friction; frequent contact with the public; inform department employees about events, policy changes, and other department related programs.

Tool, Machine, Equipment Operation: Regular use of office equipment including telephone, computer, copy, fax machines, calculators; regular use of golf equipment and vehicles.

Knowledge of: Principles of management and budgeting; goals and objectives of golf course operations and clubhouse management; CPR, blood borne pathogens, MSDS & OSHA requirements, ADA laws, facility management; correct English usage, spelling and vocabulary. Training and staff development in golf operations, teaching and customer service. Familiarity of governmental administration including budgeting, spreadsheets, computers and feasibility analysis. Familiarity with general personnel law, practices and management, including safety procedures and risk management, and effective working relationships with employees and citizens.

Analytical Ability: Organize, delegate, and establish meaningful goals, establish effective working relationships with other employees; apply complex concepts to the solution of problems and performance of assigned duties; work independently with little supervision; requires a well-developed sense of strategy and timing.

V. Working Conditions

Physical Demands: While performing duties of job, employee is frequently required to stand; walk; stoop; kneel; use hands to handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. Employee may sit or stand for long periods of time and may occasionally move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

Work Environment: Employee will work in generally comfortable working conditions with some field work in supervising staff and programs. Job requires great mental effort and extreme mental pressure and fatigue during an average work day; constant exposure to deadlines and evening/weekend and holiday work. Frequent stress from managing multiple priorities and interpersonal conflicts. Exposure to various weather conditions. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated description superseded prior descriptions for the same position. Management reserved the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____

Date: _____

PERSONNEL DEPT. APPROVED BY: _____

Date: _____